

# The University of Dublin

## Trinity College

### Minutes of the Site and Facilities Committee Meeting held on 28<sup>th</sup> April 2009 in the Board Room, Trinity Centre, St. James's Hospital.

*Present* Dr. J.K. McGinley, Prof. Roger Stalley in the Chair, Acting Treasurer (Mr. Ian Mathews), President of the Students' Union (Mr. Cathal Reilly), Prof. Mary McCarron, Mr. Peter Connell, Director of Buildings (Mr. Paul Mangan).

*Apologies* Prof. Colm O'Morain, Vice Provost/ Chief Academic Officer, Prof P. Prendergast.

*In Attendance* Dean of Students (Mr. G. Whyte).  
Deputy Director of Buildings (Mr. Pat McDonnell).  
Ms. S. Mac Mahon (Executive Officer, Director of Buildings Office).

*Due to a late withdrawal the Committee was inquorate. The Chair and members agreed to proceed with the meeting.*

#### **1. Minutes**

**SF/08-09/69** – The minutes of the meeting held on 31<sup>st</sup> March 2009 were approved by the Committee and signed by the Chairman subject to the changes outlined below:

Point 8 under minute SF/08-09/60 – the words “very modest” were changed to “acceptable”.

Replacement of text under minute SF/08-09/58 replaced with – “...revised offer from the ESB for the purchase of the Cumberland Street Stores...”.

Sentence 2, paragraph 2 under minute SF/08-09/59 was removed.

#### **SF/08-09/70 - Presentation by College Safety Officer**

The College Safety Officer (CSO), invited to attend annually, gave an outline of the role of and the issues facing the College Safety Office highlighting in particular the areas related to the Site and Facilities Committee.

He advised that the role of the College Safety Office includes;

- Advising College authorities, staff and students on matters of safety, health and welfare
- Developing and overseeing the implementation of the College Safety Statement
- Advising on compliance with legislation and on the impact of new legislation
- Identifying and prioritising risks throughout College
- Liaising with external agencies
- Providing training for staff and students.

The CSO went on to discuss the following issues:

Fire safety  
Electrical safety  
Heat, light, ventilation  
Access and egress  
Traffic management  
Pedestrian safety (slips trips falls)

After hours access  
Construction related hazards (including construction management)  
Events  
Technical issues related to chemical/biological/radiological/laser/GM

The CSO announced that a new Fire Safety Officer has been in place for approximately one year and a Biological Safety Officer has been recruited to the Safety Officer.

He advised the Committee that experience had shown that the danger of fire is real and that the primary focus is on life safety, with buildings being secondary. He said that fire safety management must be considered as part of the design process, that there is a need for building users to understand the fire safety strategy and that fire safety must be addressed on a building by building basis rather than as a school or departmental issue. It was noted by the Committee that the Fire Safety Officer is currently working on compiling Fire Registers and Plans for each building.

The Committee noted that funding for risk reduction activities this year will increase by €200,000 on foot of savings made through reduced insurance premia. Part of the Risk Reduction Fund has been used to upgrade serious deficiencies in the Arts Building and the CSO was pleased to announce that emergency lighting and an upgraded fire detection system have been installed. However, it was noted that a further €5m is required to bring the building into line with current regulations. He pointed out that at the time of construction the guidelines and standards relating to safety were considerably lower.

Another priority requiring funding is the interior of the Rubrics where stairwells and general layout of residences pose risks to occupants. It is envisaged that €1m would be required to bring this building in to line with current regulations.

The CSO pointed out that recommendations relating to campus traffic management have been implemented.

The College Safety Officer tabled a summary of College-wide Safety, Health and Welfare Risk Reduction items and his comments on the status of the items listed therein were noted by the Committee. The Committee was pleased to note that a number of risks have been dealt with and removed from this document since the CSO's presentation to SFC in April 2008.

## **2. Matters Arising**

Matters arising from the minutes were discussed and have been recorded below, (see Minutes **SF/08-09/71 and SF/08-09/73**).

### **SF/08-09/71 – Long Room Hub**

The Director of Buildings reported that the main contract for this project is out to tender at the moment with an expected works start date of end June 2009. It is expected that works shall continue through to January 2010. In answer to a query the Director of Buildings said that the Long Room Hub Project will be funded, as previously awarded, through PRTL14.

### **SF/08-09/72– Biosciences Development**

The Director of Buildings advised the Committee that the Biosciences Project Team has approved the occupancy of the Biosciences Development and noted that the Board approved figure for the project was €75 million. A response to the College's application for funding through PRTL15 is expected in the autumn and it was noted that the additional costs associated with providing space for the Bio-Resources Unit should be met through the project fund for the Luce Hall development.

### **SF/08-09/73 – Additional Residential Accommodation**

The Director of Buildings reported that a Prior Information Notice outlining the College's requirements for additional residential accommodation has been posted on the e-tenders website.

He said that there is no closing date on PIN notices and that the next stage in this project will be to post a contract notice in the EU Journal. A sub-group comprising the Treasurer (Acting), Director of Accommodation and Catering and Director of Buildings will review offers and proposals and bring recommendations to Site and Facilities Committee in due course.

### **3. Section A**

#### **SF/08-09/74 - Director of Buildings Area Annual Report February 2009**

The Director of Buildings presented the Annual Report for his area dated February 2009, drawing attention to a number of key points. The Committee noted that capital expenditure is down to €10.1m from €23.7m in 06/07 whereas there have been modest increases in recurrent costs incorporating heat, light and power. An amount of €220,000 was allocated to the current Risk Reduction Budget from savings gained in insurance premia for the period 2007 – 2008.

The Director of Buildings updated the Committee on the situation with the purchase of Phoenix House stating that, following approval by the Estates Strategy Team, space will be allocated in the building to Post Graduates in Arts, the Centre for Global Health and Student Counselling. This will leave one floor vacant for possible relocation of occupants of Foster Place during upcoming renovations. One floor is currently occupied by a long-term tenant and the issue of rental of the parking spaces is yet to be decided. In answer to a query the Director of Buildings said that the refurbishment will be carried out during the summer and full occupancy will be achieved by September at the earliest. He highlighted that the budget for this refurbishment is yet to be worked through.

The Committee noted the Report which will be circulated to Board for information.

### **4. Section B**

#### **SF/08-09/75 – Upgrade of Existing Rugby Pitch in College Park**

The Director of Sport submitted a proposal dated 9<sup>th</sup> April 2009, along with drawings indicating the proposed locations of floodlighting poles and also a request for approval to resurface the pitch with new technology sand based, grass surface.

The Committee decided that further information and detail should be requested, in particular identifying the proposed design and height of the various floodlighting options mentioned along with photographic images displaying the visual impact to the College. The Director of Sport will also be asked to indicate the proposed usage of the floodlights.

The Director of Buildings undertook to request clarification and further information on the proposal and will submit to the next meeting of the Committee.

### **5. Section C**

#### **SF/08-09/76 – Estates Strategy Team Minutes**

The Committee noted the minutes of the meeting of the Estates Strategy Team meeting held on 9<sup>th</sup> April 2009.

#### **SF/08-09/77 – Biosciences Project Team**

The Committee noted the minutes of the Biosciences Project Team held on 24<sup>th</sup> March 2009.

**6. Any Other Business**

**SF/08-09/78– Proposal from DU Players – Rose Garden Performance**

A memorandum from the Chair of DU Players was tabled at the meeting for consideration by the Committee. It was agreed that the DU Players can hold an on campus performance of Shakespeare's A Midsummer Night's Dream in the Rose Garden on the understanding that the logistic and health and safety issues are approved by the Facilities Officer and College Safety Officer respectively. The Committee noted that any cost related to additional security requirements must be met by the organisers.

**7. Date of Next Meeting**

**SF/07-08/79 – Date of Next Meeting**

The next meeting of the Site and Facilities Committee is scheduled for 11am on Tuesday 26<sup>th</sup> May 2009 and will be held in the Board Room, House 1.

Signed .....

Dated .....